

Important Notes

FPLearning Platform

In order to receive the CPD/CPT hours, you will need to read all the designed content and to complete all the modules in the courses. IFPHK reserve the right to withhold the CPD/CPT hours if we notice another person completed any part of the course on your behalf. All paid fee will not be refunded nor the CPD/CPT hours will be counted.

How to receive the approved CPD/CPT hours?

1. Fulfilled the preset watching time for each of the videos
2. Attain at least 80% to pass the final assessment (You ONLY have 2 attempts)

If you fail the final assessment at first time, you have a second opportunity to take the assessment. If you fail the second attempt, you are required to enroll the same course again and pay the enrollment fee.

Flow Chart of FPLearning Platform

1. Kick Start Your Journey

- Please read the **Important Notes***** before enrollment
- You may refer to the user manual for details if needed

2. About FPLearning

- Click the FPLearning Access Link

3. Account Registration & Login

- Register an account with your HKID number and your email address saved **under IFPHK member profile***
*Only for IFPHK member or those who have taken IFPHK e Course
- Please activate your account in **24 hours**

4. FPLearning System Layout

- Change your preferred setting

5. Course Enrollment

- Enroll in a course within **24 hours** by credit card after account activation
- An **email confirmation** will be sent to you once **payment is successful**

6. Online Learning

- Complete the course in **14 days (*7 days for promotional courses)** from the **date of enrollment**
- You should view **videos**, finish **mini-quizzes**, **final assessment** and **evaluation form**
- The system will check your attendance regularly via the **two-factor authentication**

7. Course Completion

- Print / save the electronic certificate from the system as your record
- IA eCPD certificate and receipt will mailed to your corresponding address in two months (if applicable)

If you have any issues, please send us your queries at training@ifphk.org with personal details and screenshots of the issue, or call 2982 7867 at office hour

**** Note to IFPHK Members: CE coupons are not applicable in FPLearning platform. Thanks for your attention!**

1. Computer Requirements

Operating System: Windows 10, Mac OS X 10.5, Ubuntu 11.04 or above

Computer memory recommended more than 4G memory

Link:

https://www.ifphk.org/enrollment/elearning/en_elearning_main.aspx

Browser Version:

- Safari v6.0 or above
- Firefox v40 or above
- Chrome v40 and above
- Edge v80 and above

No plug-ins are required

Browser Settings:

- Allow Javascript
- Allow Cookies
- Allow pop-up windows

2. Tablet and Mobile Requirements

Operating System: iOS 9.0 or above, Android 4.4 or above

Link:

https://www.ifphk.org/enrollment/elearning/en_elearning_main.aspx

Important:

Please be reminded that the electronic certificate will only be available in the computer.

Screen Size:

- 4.3 inches or more

Note:

- In order to achieve the best experience, it is recommended to use on phones with a screen of 5.0 inches or more

重要事項

FPLearning Platform

學員須親自完成課程內所有內容和單元，才可獲得由評審局認可的CPD／CPT時數。如發現有任何部分是由他人代為完成，學會有權不授予任何CPD／CPT時數，所繳款項亦一概不獲發還。

如何獲得由評審局認可的CPD／CPT時數？

1. 滿足課程設定的觀看時數
2. 最終評估分數最少達到80%

如你於第一次考試中分數低於80%，

你將有一次機會在帳戶有效期內重考評估。

如第二次考試中分數仍低於80%，你便必須重新付款及報讀該課程。

FPLearning平台使用步驟

1. 開始學習旅程

- 請在報讀課程前參閱此重要指南
- 如果您需要更多資訊，請參閱用戶手冊

2. 關於FPLearning

- 請點擊FPLearning 網址

3. 註冊和登錄帳戶

- 如果你是IFPHK的會員，請使用你在會員登記時提供的香港身份證號碼和電郵地址去註冊帳戶*
*只適用於IFPHK的會員或曾報讀網上課程的人士
- 請在24小時內啟用你的帳戶

4. FPLearning 系統設計

- 更改你的系統設定

5. 報讀課程

- 啟用帳戶後，請在24小時內報讀課程，並以信用卡付款
- 交易成功後，你將會收到確認電郵

6. 網上學習

- 請在報讀課程後14天內完成課程（推廣課程則在七天內）
- 必須觀看所有影片、完成小測驗、最終評估和問卷
- 系統會定期用雙重身份認證去檢查你有否出席課堂，以達CPD/CPT之要求。

7. 完成課程

- 請打印/妥善保存系統中的電子證書作為課程完成記錄
- IA eCPD證書和收據會於兩個月內郵寄到你提供的地址(如適用)

如果遇到任何問題，請聯繫IFPHK專業發展及培訓部，電郵地址為：training@ifphk.org。請附上相關截圖，以更快捷獲得技術支援及解決方案，職員會於兩個工作天內回覆。你亦可以在辦公時間內以電話方式聯繫我們，電話為：2982 7867

會員請注意：CE現金券並不適用於FPLearning平台

1. 電腦系統要求

操作系统: Windows 10, Mac OS X 10.5, Ubuntu 11.04 或以上
建議電腦記憶體為4G以上

網址: https://www.ifphk.org/enrollment/elearning/en_elearning_main.aspx

瀏覽器版本:

- Safari v6.0或以上
- Firefox v40或以上
- Chrome v40或以上
- Edge v80或以上

不需任何外掛程式

瀏覽器設定:

- 允許 Javascript
- 允許 Cookies
- 允許彈出視窗

2. 平板及智能電話系統要求

操作系统: iOS 9.0 或以上, Android 4.4 或以上

網址: https://www.ifphk.org/enrollment/elearning/en_elearning_main.aspx

重要事項:

請注意，電子證書只適用於電腦版本

螢幕大小:

- 4.3吋以上
- 建議 5吋以上為佳